



California Department of
Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

NURSING EDUCATION CONSULTANT

OPEN EXAMINATION

Salary Range: \$5,349 - \$6,498

Final Filing Date: January 8, 2004

HOW TO APPLY

This is an open exam for the Department of Consumer Affairs. Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs’ Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

MAIL TO: Department of Consumer Affairs Attn: Selection Services (Ed Springer) P.O. Box 980428 West Sacramento, CA 95798-0428	FILE IN PERSON: Department of Consumer Affairs Attn: Selection Services (Ed Springer) 400 R Street, Suite 2000 Sacramento, CA 95814
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SPECIAL TESTING

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

January 8, 2004. Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.

QUALIFICATIONS APPRAISAL PANEL

It is anticipated that a Qualifications Appraisal Panel Interview will be scheduled during the month of **February/March 2004.**

NOTE: Oral interviews will consist of a series of job-related questions designed to measure responses competitively. The panel will only take into consideration the responses to those questions.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **January 8, 2004.** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

MINIMUM QUALIFICATIONS

Possession of an active, valid, California license as a registered nurse.

(Applicants who do not meet license requirements will be admitted to the examination but must possess the required licenses before they will be eligible for appointment.)

and

Either I

Experience: Five years of active work experience in the field of nursing which must include at least three years as a member of the teaching faculty in a United States State-approved Registered Nurse, Practical Nurse, Vocational Nurse, or Psychiatric Technician program or in a regionally accredited postlicensure program.

Or II

Experience: Five years of experience in the field of nursing which must include at least three years as a clinical specialist, nurse practitioner, or in-service educator in a hospital, clinic, or private practice setting.

and

Education: A Master’s Degree in Nursing or a related field from an accredited college or university.

POSITION STATEMENT

Under general supervision, incumbents exercise independent judgment in the performance of their duties; perform complex, analytical duties in planning, developing, administering, and evaluating educational, licensing, practice, and enforcement programs in nursing; provide consultative services to local, State, and national agencies; perform complex, sensitive assignments; conduct research and analysis that have academic, programmatic, enforcement, fiscal, and/or legislative policy impact; and assist administrative staff with the complex projects.

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	<p>A competitor may be tested only once during any testing period. The testing period for this is 12 months. This examination will consist of a written exercise followed by a Qualifications Appraisal Interview.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p>Positions exist statewide.</p>
EXAM SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor's:</p>
QUALIFICATIONS APPRAISAL– WEIGHTED 100%	
Knowledge of:	
<ol style="list-style-type: none">Principles, practices, and trends in nursing education and nursing practice.Federal and State laws and regulations and Board policies which impact nursing education, nursing practice, and the health care of consumers.	
Ability to:	
<ol style="list-style-type: none">Provide a leadership role in the development, implementation, coordination, and evaluation of policies, programs, standards and procedures of the Board.Perform in-depth analysis of complex data related to nursing education, nursing practice, and the health and safety of consumers.Prepare and present clear, concise, and objective reports in written and oral formats.Use interpersonal and communication skills to function effectively with a wide range of individuals and groups including consumers, Board members, licensees, staff of other State and Federal agencies, and advocacy groups.	
SPECIAL PERSONAL CHARACTERISTICS	<p>Tact; discretion; maintenance of confidentiality; emotional stability and maturity; and willingness to travel throughout the State.</p>
ELIGIBLE LIST INFORMATION	<p>An open list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference credit will be granted in this examination.</p>
CAREER CREDITS	<p>Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 327-4967 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at the State Personnel Board office, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment Lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.